



Desoto County MS Plat Checklist

Effective March 1, 2023

- ☐ Only a city or county employee can submit a plat.
- ☐ Plat should be prepared according to MS Code 19-27-23 and 19-27-25.
- ☐ Name of Subdivision Required (Please check land records to be sure the name does not already exist, if so it **MUST** be changed)
- ☐ If recording a new section of an existing subdivision, be sure subdivision name is spelled **exactly** the same as the previously recorded plat.
- ☐ Include the total number of lots plus any open spaces. All lot numbers and open spaces should be numbered. Simply putting COS is not sufficient. If the plat is for lots 1-255 and there are two common open spaces, the preference would be naming them lots 256 & 257. Please try to avoid numerical/alpha combos. If a new section of an existing subdivision, do not duplicate lot numbers.
- ☐ Must include Section, Township & Range
- ☐ Must be able to read all seals and stamps (should not be smeared or illegible)
- ☐ All signatures should be in permanent ink & appear **exactly** as the name is spelled. All signatures for companies and/or lenders, the name of the signor(s), their position/title and the company name in the certificate, at signature line and in the notary jurat **MUST** match **EXACTLY** (in all places.)
- ☐ Must have a valid notary (appropriate notary for individuals, corporations, LLCs)
- ☐ There should be no blank lines on the Plat. Unused spaces should be crossed out.
- ☐ Check for seals for NOTARIES, MORTGAGEES, MAYOR & SURVEYOR/ENGINEER (make sure the stamps have sufficient ink before applying to the plat)
- ☐ **After** the Planning Department has verified that the Plat meets all requirements, they should submit a PDF image of plat (multi-page PDF, if more than one page) using the link on our [webpage](#).

Recording Fees: The recording fee for a plat is \$26 for 5 pages (add \$1 for each additional page)

The recording fee should be paid through our online payment portal:

<https://www.securedpaymentgateway.com/States/MS/Desoto/Online/Default/Index/Desoto%20Chancery%20Court%20-%20Land%20Records> If a check is submitted, you may deliver or mail the payment to our office, but the Plat will not be recorded until the Payment is received.

DWG File: The Tax Assessor requires a DWG file be submitted through our website:

<https://www.desotocountymississippi.gov/792/Upload-Plat-Files>

DEPUTY CLERKS – Once Recorded:

- | | |
|--|---|
| <input type="checkbox"/> Verify receipt of recording fees | <input type="checkbox"/> Send headers to the Plat Email group |
| <input type="checkbox"/> Download and review plat. If recordable, apply seal and signatures save to Plat folder | <input type="checkbox"/> Update the Master Plat book. |
| <input type="checkbox"/> Record plat in Acclaim and import image | |
| <input type="checkbox"/> Email a copy of the Recorded Plat to the Plat email group and include Submitter's email | |

****(MS Code §89-5-105 Uniform Real Property Electronic Recording Act)**

❖ Individual Notary Example:

<p style="text-align: center;">Acknowledgment of Individual</p> <p>STATE OF MISSISSIPPI</p> <p>COUNTY OF _____</p> <p>Personally appeared before me, the undersigned authority in and for said county and state, on this _____ day of _____, _____, within my jurisdiction, the within named _____, who acknowledged that (he/she/they) executed the above and foregoing instrument.</p> <p>_____</p> <p>Notary Public</p> <p>Printed Name: _____</p> <p>My Commission Expires:</p> <p>_____</p>
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❖ Corporation Notary Example:

<p style="text-align: center;">Acknowledgment of Corporation</p> <p>State of Mississippi</p> <p>County of _____</p> <p>Personally appeared before me, the undersigned authority in and for said county and state, on this _____ day of _____, _____, within my jurisdiction, the within named _____, who acknowledged that (he/she/they) is _____ (title of officer) of _____ (name of corporation), a _____ (state or place of incorporation) corporation, and that for and on behalf of the said corporation, and as its act and deed (he/she/they) executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.</p> <p>_____</p> <p>Notary Public</p> <p>Printed Name: _____</p> <p>My Commission Expires:</p> <p>_____</p>
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